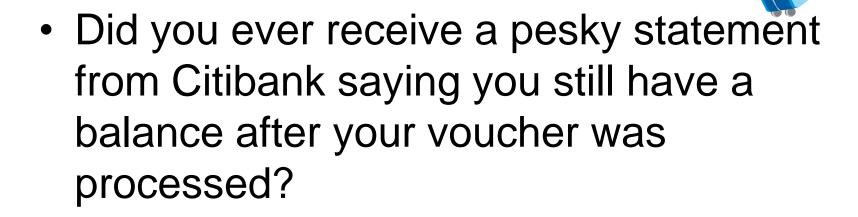
## Didja Know?



 Didja know you can prevent that from happening when you file your voucher?



No?!??

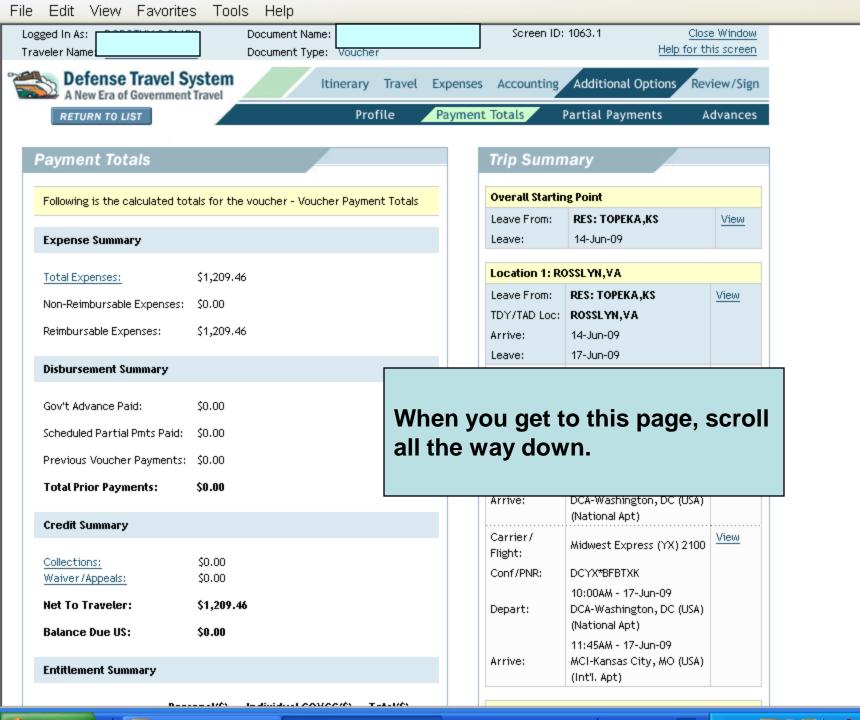
Well, help is here.

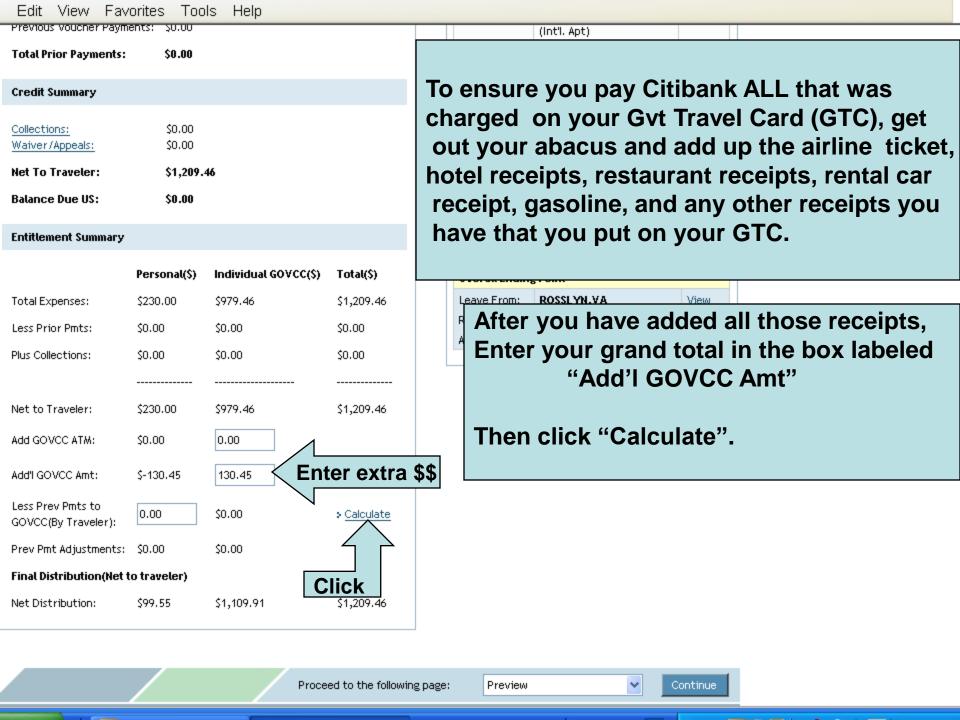
 Follow these steps from page 75 from the Kansas DTS Simplified Traveler User Guide.

## **Travel Voucher**

- Just do the same things you always do when you file your voucher:
- Correct your Itinerary
- Edit your expenses
- Upload your receipts
- And just before you sign your voucher.....

🚰 Defense Travel System - Welcome to DTS - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
Logged In As: Document Name:	Screen ID: 1110.1 Close Window Help for this screen
Traveler Name Document Type: Voucher	Help for this screen
Defense Travel System A New Era of Government Travel  Itinerary Travel	Expenses Accounting Additional Options Click
Profile Payment Totals Partial Payments dvances	
My Profile	
> My Preferences > My Additional Information > My Account Information	hen
VIEW-ONLY	
	Click here
* Last Name:	
* First Name:	\ <u>@</u> \
MI:	
*Gender: N/A O M • F	
SSN:	
Mailing	Click "Additional Options"
* Address Line 1: 2800 SW TOPEKA BLVD	
* Address Line 2:	Then Click "Payment Totals"
*City: TOPEKA	
*State: KS Lookup	
13	
*Zip Code: 66611	
* Home Phone:	
* Email Address:	
Residence	
Kealuellee	







## Ta-Da!



And now you know.

Citibank will be so happy!